GALVESTON CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS AND PERSONNEL POLICY MANUAL

Effective August 1, 1995

Approved by the Board of Directors July 13, 1995

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AFFIRMATIVE ACTION PLAN

Our employment practices will conform to and are consistent with local, state, and federal laws, as well as the requirements and objectives set forth by Presidential Executive Order 11246.

It will be a basic part of the total personnel process od the District in order to ensure that equal employment opportunities are made available to qualified applicants from all minority groups in the region. The program will include methods and procedures for making qualified applicants in the minority groups aware of available position with the District as such positions are created or become vacant.

Technical qualifications and overall fitness may be determined by examinations that shall be administered under the direction of the Chief Appraiser or the Chief Appraiser's duly appointed representative. Examinations shall relate only to those factors that will test fairly the capacity and ability of applicants to discharge efficiently the duties and responsibilities of the position for which the examinations are held. Examinations may be written, oral, performance, special medical or any combination thereof.

BOARD OF DIRECTORS POLICIES

Galveston Central Appraisal District is governed by a five member Board of Directors. The Board of Directors is elected in accordance with Section 6.03 of the Texas Property Tax Code.

Galveston Central Appraisal Districts Board of Directors subscribes to and enforces all provisions for the administration and governing of the appraisal district as specified in the Texas Property Tax Code.

The district's Board of Directors utilizes the Texas Comptroller of Public Accounts Appraisal Director's Manual to ensure that Galveston Central Appraisal District conducts its operation in a fair and efficient manner.

The Director's Manual explains constitutional requirements, state laws and rules that govern the conduct of the Board of Directors and Appraisal Districts.

TAXPAYER ACCESS TO BOARD OF DIRECTORS

The Board of Directors for the Galveston Central Appraisal District posts all meetings which allows for public comments. The district's Taxpayer Liaison Officer reports all taxpayer correspondence to the Board of Directors. Forms are provided for taxpayers to register to make comments to the board.

The board provides a reasonable time during each board meeting for public comment. The board allows time for the Taxpayer Liaison Officer to report to the Board of Directors on complaints received from property owners. The Board of Directors encourages that all complaints should be in writing and presented to the Chief Appraiser, Taxpayer Liaison Officer or Chairman of the Board of Directors for consideration and action.

The Galveston Central Appraisal District's facilities are barrier-free and accessible to the physically impaired. The district also accommodates non-English speaking persons by having personnel available as translators.

The Galveston Central Appraisal District prepares and uses brochures, booklets, leaflets and advertisements in providing information to taxpayers and taxing units.

APPROVAL OF CAD BUDGET

Galveston Central Appraisal District's Board of Directors follows and adopts the procedures for budget approval as stated in Section 6.06 of the Property Tax Code.

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CHIEF APPRAISER SELECTION PROCEDURES

Galveston Central Appraisal District's Board of Directors, when seeking to fill the Chief Appraiser position shall advertise in TAAD's "The Appriser." Current employees shall also be notified of the vacancy. Minimal requirements are that candidates must be licensed as a Registered Professional Appraiser. Applicants with prior chief appraiser experience are encouraged to apply.

APPRAISAL REVIEW BOARD SELECTION PROCEDURES

The Galveston Central Appraisal District's Board of Directors requires ARB members to be a Galveston County resident for at least two years prior to their appointment. The district advertises in newspapers of general circulation in the county soliciting candidates to serve as a member of the Galveston Central Appraisal District Appraisal Review Board. Members of the ARB serve two year terms and the Board of Directors provides for staggered terms, so that the terms of as close to one-half of the members expire each year.

Applicants to serve on the Appraisal Review Board are required to submit a written resume prior to the interview process. The Board of Directors interviews and discusses qualifications of each applicant in a public meeting.

The CAD Board of Director's procedures for complaints filed against individual Appraisal Review Board members are required to be in written form and submitted to the Chief Appraiser. The Chief Appraiser shall inform the board of each complaint and provide the complainant and the member of the Appraisal Review Board, an opportunity to appear before the Board of Directors.

APPOINTMENT OF TAXPAYER LIAISON OFFICER AND AGRICULTURAL APPRAISAL ADVISORY BOARD

Galveston Central Appraisal District's Board of Directors follows and adopts the procedures as stated in Sections 6.052 and 6.12 of the Texas Property Tax Code.

SECTION I STATEMENT OF PERSONNEL POLICY

The following policies are a working guide for the administration and employees of the Galveston Central Appraisal District ('GCAD" or "the District") and are not meant to supersede local, state or federal laws. These policies cannot be so precise as to describe every employment situation that may occur at the present or in the future. Rather, the purpose of these policies is to bring about understanding, cooperation and efficiency among GCAD employees. This manual is not intended, nor should it be construed, as an expressed or implied employment contract. The District reserves the right to change its provisions at any time. The goal of this manual is to ensure equitable treatment of all District employees, to make all employees aware of their rights and to detail the District's expectations.

In addition, employees may resign or be terminated by GCAD at any time without advance notice or requirement of cause. Thus, employees are not guaranteed continued employment. Rather, employment at the District is for an indefinite time period, at the will of the District. Directors, supervisors or other employees of GCAD do not have the authority to promise or guarantee continuing employment.

EMPLOYEE ACKNOWLEDGMENT

I certify that I have received a copy of GCAD's Personnel Policies Manual. I understand that all policies, rules and procedures of the company are subject to unilateral modification or discontinuance at any time, at the discretion of the District, without advance notice and without the requirement that any such change or modification be in writing.

I understand that any clarification or explanation of policies and procedures contained in this manual is available at my request from my supervisor or the Chief Appraiser.

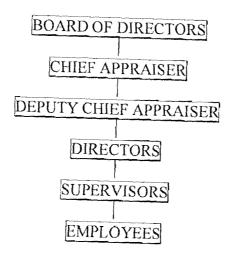
I understand that this Personnel Policy Manual considered individually or in conjunction with any other employment document used by GCAD including the employment application, is not an employment contract, either express or implied, between the District and me. I understand that I may resign or be terminated by GCAD at any time without advance notice or requirement of cause. I acknowledge that any employment will be for an indefinite time period, at the will of the District, and that I have not been guaranteed continued employment. I also understand that no director, supervisor or other employee of GCAD has the authority to promise or guarantee me continuing employment.

GCAD's Personnel Policy Manual, revised July 13, 1995, cancels and supersedes all

acknowledgment attached as "Exhibit A	ployee policies. After reading and signing the in the Appendix, I will return it to the Personnel	
Office.		
Employee Name (print)		
Employee Signature	Date	

SECTION II CHANNELS OF AUTHORITY

The policies contained within this manual shall apply to all in the service of the Galveston Central Appraisal District. The following channels of authority shall be observed by employees to insure that each employee has specific duties and a purpose in the organizational structure. They will also be the source of job assignments, information, and adequate promotion opportunities.



Note: Any employee not reporting directly to a Director or Supervisor reports to the office of the Chief Appraiser.

SECTION III DEFINITIONS

Break in Service Time period between employee's dismissal, resignation

retirement or re-hiring.

Budgeted Position Positions approved by the Board of Directors and included in

the annual fiscal operating budget of the District.

<u>Classification</u> All positions, regardless of departmental locations, that has

similar duties and responsibilities.

Demotion Assignment of an employee to a position of lesser skill and has

a lower salary.

Supervisor Person responsible for a specific department within the

Department.

<u>Dismissal</u> Termination of employment.

<u>District</u> The Galveston Central Appraisal District.

Department A major unit of the Appraisal Distict.

Department Director A person hired by the Chief Appraiser to be responsible for the

administration of a department.

Education Leave Authorized absence for training purposes deemed to be in the

best interest of the District. Leave may be with or without pay

depending upon the circumstances.

Employee Any person working for the District.

Exempt Employee Any employee employed in a bona fide executive,

administrative or professional capacity. Employee who is exempt from overtime and minimum wages requirements

under the Fair Labor Standards Act.

Immediate Family An employee's spouse, son, daughter, father, mother, father-in-

law, mother-in-law, brother, sister, stepdaughter, stepson, daughter-in-law or son-in-law, grandmother, grandfather, or

grandchildren.

Job A job is a collection of tasks, duties and responsibilities

regularly assigned to and performed by an individual. The

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SECTION IV EMPLOYMENT POLICIES

4.01 Equal Employment Opportunity/Affirmative Action Policy

The District is an Affirmative Action employer. It is the District's policy to affirmatively offer equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or veteran status. We will take positive action to ensure fulfillment of this policy in all areas, including, but not limited to: hiring, placement, promotion, transfer or demotion, recruitment, wage rates or other forms of compensation, and selection for training, layoff or termination. We seek to obtain individuals qualified for a position by virtue of job-related education standards, training, experience and personal qualifications. The non-confidential portions of the District's Affirmative Action plan are available for review by employees and applicants for employment between the hours of 8:00 a.m. and 5:00 p.m. in the office of the Chief Appraiser.

4.02 Probationary Period

Employees selected for appointment to a permanent position, either entry level or promotional, will serve a probationary period. The probationary period will be 3 months. No appointment shall be made full-time until satisfactory completion of the probationary period.

During the probationary period, the Supervisor will provide guidance and review the quality and efficiency of your work. Before the end of the probationary period, your immediate supervisor will make a report to the Chief Appraiser's office as to whether you should become a permanent employee or should be dismissed.

Employees that are hired for positions specifically designed as seasonal or temporary are not subject to the probationary period.

All employees are employees-at-will. Employment can be terminated for good cause, no cause or bad cause, with or without notice.

4.03 Job Openings

A job opportunity bulletin board that lists available job openings within the District is maintained outside the Administrative Office. Employees may apply for positions for which they feel they are qualified. Employees may obtain an application for a posted position from the Administrative Office. Jobs are posted for five (5) working days. Employees' applications must be received in the Administrative Office during this five (5) day period. Late applications will not be considered.

4.04 Nepotism

A person related within the second degree of affinity (marriage) or within the degree of consanguinity (blood relation) to the Chairman or Member of the Board of Directors, the Chief Appraiser, the Deputy Chief Appraiser or a department manager will not be hired by the District for a position, clerkship or other service of the Galveston Central Appraisal District.

An applicant may not be employed in a department in which he/she may directly or indirectly supervise or be supervised by a member of his/her immediate family

This prohibition does not apply to any person who has been continuously employed for at least two (2) years before the appointment of the Chairman or Board Member, the Chief Appraiser, Deputy Chief Appraiser or Department Director.

Consanguinity Kinship (Blood)

Official or Supervisor

First Degree

Father

Mother

Son

Daughter

Second Degree

Brother

Sister

Grandfather

Grandmother

Grandson

Granddaughter

Third Degree

Uncle

Aunt

Nephew

Niece

Great Grandfather

Great Grandmother

Great Grandson

Great Granddaughter

Affinity Kinship (Marriage)

Official or Supervisor

First Degree
Spouse
Father-in-law
Mother-in-law
Son-in-law
Daughter-in-law

Second Degree

Brother's spouse (Sister-in-law)
Sister's spouse (Brother-in-law)
Spouse's Grandfather
Spouse's Grandmother
Spouse's Grandson
Spouse's Granddaughter
Spouse's Brother (Brother-in-law)
Spouse's Sister (Sister-in-law)

4.05 Age

All employees of the District must be at least eighteen (18) years old.

4.06 Categories of Employment

Employees will work in one (1) of the following categories:

- 1. <u>Full time</u> requiring services for the full workday and workweek.
- 2. <u>Part-Time</u> requiring services for a fraction of the full workday or workweek. Total hours worked in a work week shall not exceed thirty (30) hours.
- 3. Temporary requiring service that will last for a limited period of time not to exceed six (6) months in any twelve (12) month period. Temporary employees are not eligible for retirement, group life or health insurance, sck leave, vacation leave, holidays or merit increases.

4.07 Reinstatement

If a former employee is rehired to the same classification within one (1) year of

termination, he/she may be returned at the same salary level. Employees re-hired after one (1) year of termination will be governed by regulations applying to new hires. All re-hires will be contingent upon the availability of funds in the District budget and the former employee's work performance.

Employees reinstated from involuntary military leave shall be returned to the same salary level in the position occupied at the time of induction and receive benefit of all increases applied to the position during their absence.

4.08 Requirements Under Immigration Reform Control Act

All newly hired employees are required to complete an Immigration and Naturalization Service ("INS") I-9 form and verify their eligibility for employment by submitting the documentation described below within three (3) business days of hire. All temporary employees hired for less than three (3) days must submit the required documentation at the time of hire. If an individual has lost a document or has not yet obtained one (1) of the documents necessary for verification purposes, the individual must present a receipt for the application of the document within three (3) business days of hire and thereafter present the required documentation within twenty-one (21) days. However, this twenty-one (21) day extension is not applicable to an alien or a temporary employee who does not have work authorization at the time of hire.

The submitted documents must substantiate both the identity and the employment eligibility of the prospective employee. The following documents established both identity and eligibility:

- 1. United States Passport or U.S. Passport Card
- 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-55)
- 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa
- 4. Employment Authorization Document that contains a photograph (Form 1-766)
- In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
- 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI

If an employee presents one (1) of these documents, this is the only document the

employer needs to examine. If the employee does not have or chooses not to present one (1) of the documents listed above, then the employer must examine at least two (2) documents: one (1) to establish identity and another to establish employment eligibility.

Examples of some of the documents that serve to verify identity are a state-issued driver's license or I.D. card issued by a State, a U.S. military card or draft record, or a school identification card with a photograph. Examples of documents that establish employment eligibility are an original Social Security card (other than the card stating it is not valid for employment), an original or certified copy of a birth certificate issued by a state, county or municipal authority bearing an official seal, or employment authorization document issued by the Department of Homeland Security.

We appreciate you cooperation in producing these documents on a timely basis. If you have any questions, please contact your supervisor.

4.09 Reporting Violations of the Law

The District will not suspend or terminate the employment of, or otherwise discriminate against an employee who reports a violation of a law to an appropriate law enforcement authority if the employee report is made in good faith.

4.10 Performance Appraisal Procedures

Salary advancement will be based on skill, responsibility, experience and performance. It is GCAD's goal to help you achieve an acceptable and rewarding level of performance. Your performance will be appraised annually. GCAD's performance appraisal procedure does not affect your ability to resign or GCAD s right to terminate you at any time. This system is designed to give you and GCAD an opportunity to discuss not only your job, but also your goals and achievements. It will also give you the opportunity to discuss any problems you may have. Any pay increases will be based on your performance as determined through the annual review.

Any employee who feels a performance review has been unfair may file a grievance.

The continued progress of GCAD depends greatly on the effectiveness with which it develops its employees. Consequently, it is an ongoing function of the director/supervisor to review, evaluate and improve the performance of employees for whom he or she is responsible. The appraisal form, together with appropriate supplemental material and information, is designed to fulfill this vital function.

4.11 Termination

To resign in good standing, an employee should notify his/her supervisor in writing ten (10) working days prior to the effective date of resignation. The written resignation should include the effective date of and the reasons for the resignation. An employee's failure to submit a timely written resignation may be noted in his/her service record.

All employees are required to report to work during office hours. Employees not able to attend work due to illness or unforeseen circumstances must notify their supervisor within one (1) hour of his/her scheduled reporting time. This requirement will continue for every day that the employee is absent. An employee who fails to return to work twenty-four (24) hours after receiving notice to do so, shall be considered to have voluntarily resigned. Such abandonment of a position may disqualify employees from re-employment.

Employees who resign or are terminated will be paid in full no later than six (6) days after termination. Employees who leave employment other than by discharge will be paid in full not later than the next regularly scheduled payday. All employees will be compensated for any accrued vacation. Employees will not be compensated for unused accrued sick time.

SECTION V COMPENSATION PLAN

5.01 Pay Periods (effective January 1, 1995)

Payday is on the fifteenth (15) and the last of every month for a total of 24 pay per ods annually. If a payday falls on a holiday or a weekend, employees will be paid on the preceding workday. No salary advances will be given.

5.02 Distribution of Payroll

The Accounting Office is responsible for properly distributing payroll checks.

Payroll checks will only be issued to the employee, subject to the following exceptions: If an employee is absent from the District for any reason on a payday he/she should make arrangements with the Accounting Office to have the check mailed by registered mail. Employees may also give written authorization for the check to be picked up by a designee of the employee. If an employee does not make previous arrangements, the payroll check will be held until the employee returns to work.

The Accounting Office and the office of the Chief Appraiser may make exceptions to these rules in unusual situations.

Employees should immediately notify the Accounting Office about mistakes in their paychecks.

5.03 Wage and Salary Administration

Each employee's performance will be evaluated annually. Management will ensure that all employee evaluations are conducted in a fair and consistent manner and that all criteria used shall be as objective as possible. An employee's personnel file must have a copy of a performance review evaluation completed and signed by the employee and supervisor. The department directors are responsible for conducting personal interviews with each of their employees regarding their performance evaluation.

5.04 Payroll Deduction

There are two (2) types of deductions: those required by law and those authorized by the individual employee. The employee's written authorization for payroll deductions shall contain the employee's name, social security number and department. The employee shall indemnify and hold GCAD harmless against any and all claims, suits, orders or judgments brought or issued against GCAD as a result of the action taken or not taken by GCAD in making any authorized deduction.

GCAD will make mandatory federal income tax and Social Security tax (Medicare) deductions from every employee's gross wages.

Additionally, every employee must complete and sign a federal withholding allowance certificate (IRS Form W-4) on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may complete a new W-4 at any time when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may complete an Exemption Form Withholding Certificate (IRS Form W-4E). Employees are expected to comply with the instructions on the W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS.

Every employee will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31. Any employee, who believes that his or her deductions are incorrect for any period, or on the W-2, should check with the Administration Office.

SECTION VI EMPLOYEE BENEFITS

6.01 Insurance

- Group Hospitalization. The Galveston Central Appraisal District will provide group hospitalization for all <u>full-time employees</u>, from a policy approved by the Board of Directors. Employees' dependents will be offered coverage at the option of the employee. All costs for an employee's dependent coverage will be paid by the employee. Dental and vision insurance is also available for both employee and dependents. Detailed information concerning insurance coverage may be obtained from the Accounting Office.
- 2. <u>Life Insurance</u>. The Galveston Central Appraisal District will provide life insurance and accidental death and dismemberment coverage for all full-time employees, from a policy approved by the Board of Directors.

6.02 Retirement Benefits

Galveston Central Appraisal District will match the mandatory contribution of the employee's retirement contribution as approved by the Board of Directors. All full-time employees will subscribe to the retirement program sponsored by the district, which is the Texas County and District Retirement System. Details concerning the Retirement Program may be obtained from the Accounting Office.

6.03 Workman's Compensation

All of the state and federal laws pertaining to worker's occupational diseases and worker's compensation are fully complied with by the District. The District will never retaliate against an employee because he/she, in good faith, filed a workers' compensation claim, hired a lawyer to represent him/her in a claim, instituted or caused to be instituted, in good faith, any proceeding under the Texas Workers' Compensation Act, or testified or is about to testify in any such proceeding. A guide to workers' compensation and related material is maintained in the Accounting Office. This material is available for review by any employee.

6.04 Holldays

The Galveston Central Appraisal District will observe holidays that is approved annually by the Board of Directors. A list of approved holidays will be disturbed to each employee.

If an employee schedules vacation time or compensatory time the day before or the day after a holiday, he or she will remain eligible for the holiday pay if the vacation

or compensatory time has been approved in writing by his or her Department Director prior to the holiday. However, if an employee is absent without pre-authorized leave, he or she will not receive holiday pay. Extenuating circumstances other than the above must be approved by the Chief Appraiser.

If any of the holidays are not generally observed by area businesses, the office may be kept open on a limited basis. Employees who work on a holiday will be awarded a floating holiday. In the event of changes in the holiday schedule, all employees will be notified in an administrative memorandum.

6.05 Paid Sick Leave

All full-time employees shall be eligible to accrue paid sick leave. Part-time and temporary employees are not eligible for this benefit.

Full-time employees shall accrue paid leave at the rate of two (2) hours per week. Unused benefits carry forward and shall not exceed 96 hours per year.

Employees may not be reimbursed for sick leave upon retirement, resignation or termination of service.

Types of Usage

Employees may use accrued paid leave for absence from work due to:

- a) Personal illness or injury
- b) Doctor appointment or treatment
- c) Medical quarantine resulting from exposure to a contagious disease.

An employee who becomes ill and cannot report to work must notify his/her department supervisor within one (1) hour of his/her regular reporting time. Failure to make proper notification without valid reason constitutes absences without pay.

Any illness lasting over three (3) days must be verified with a doctor's statement.

If an employee exceeds his/her accrued sick leave, he/she can substitute accrued vacation or compensatory time. Upon the exhaustion of all paid leave, the employee will be on leave without pay.

6.06 Unpaid Family and Medical Leave of Absence

The District recognizes that an employee may be required to be away from work for extended periods of time because of a serious family or personal illness or injury, or

the birth, adoption or foster care of a child. In these cases, following the exhaustion of accrued sick leave and/or vacation, GCAD will provide childcare leave, family medical leave and employee-medical leave to eligible employees, in accordance with this policy and the Family and Medical Leave Act.

The total of all leave taken for child-care leave, family illness leave and employee illness leave may not exceed twelve (12) workweeks in a twelve- (12) month period. This period is determined by looking backward twelve (12) months from the date the requested leave is to begin, except that no leave taken prior to August 1, 1995 shall be counted.

If an employee takes the Family Medical Leave and cannot return to work after the twelve weeks expire, the Chief Appraiser will make the determination whether to rehire the employee at a later date. In other words, the District is not required to keep the job open indefinitely.

6.07 | Scope of Unpaid Family and Medical Leave of Absence

A leave of absence may be granted to all employees who have completed:

• One (1) year of service and who worked 1,250 hours during the previous twelve (12) month period.

6.08 Child-Care Leave

Child-care leave is available to the employee for the birth of a child, and to care for such child; or for the placement of a child for adoption or foster care. This includes leave if circumstances require that leave for the birth of a child, or for placement for adoption or foster care, be taken prior to the actual birth or placement. Adoptions need not be from a licensed adoption agency; however, foster care does require state action.

An employee's entitlement to child-care leave expires twelve (12) months following the birth or placement of the child. For a child-care leave of absence, employees may use accrued vacation prior to the unpaid leave of absence.

Child-care leave must be taken in one (1) consecutive period of days, weeks or months. When both husband and wife work for the district, they are allowed to take only a combined total of twelve (12) weeks of leave during any twelve (12) month period if the leave is for the birth or placement of a child or to care for a parent with a serious health condition.

6.09 Family-Medical Leave

Family-medical leave is available to care for the employee's spouse, son, daughter or parent, if the spouse, son, daughter or parent has a serious health condition. For a family-medical leave of absence, employees may use accrued vacation prior to the unpaid leave of absence.

An employee may take family-medical leave in three (3) ways:

- 1. regular leave, when an employee is absent for consecutive days or weeks at a time:
- 2. intermittent leave, if medically necessary, when an employee is absent for several days or weeks scattered throughout the twelve (12) month period; and
- 3. reduced-scheduled leave, if medically necessary, when an employee rearranges his or her daily schedule to work a reduced schedule.

Family-medical leave is available to the spouses, children or parents of members of the armed forces called to active duty in the U.S. military for a 12 week period. Employees are also provided 26 weeks of unpaid leave to care for family members suffering from a serious injury or illness as a result of serving in the U.S. military. The 26-week leave is only available during a single 12-month period, and an employee is entitled to a combined total of 26 weeks (even if the employee is entitled to leave for another FMLA-qualifying event). Leave may be taken intermittently or on a reduced-leave schedule.

Employees requesting intermittent leave or reduced-schedule leave may be asked to temporarily transfer to another position with equal pay and benefits that better accommodates recurring periods of leave.

6.10 Employee-Medical Leave

Employee-medical leave is taken because of the employee's serious health condition, which causes the employee to be unable to perform the functions of his or her position. This does not mean that the employee must be incapacitated and unable to work at all, but it could include a necessary absence from work to receive treatment, during which time the employee would be temporarily unable to perform the essential functions of the position.

For an employee medical leave of absence, all accrued sick leave must be used prior to the unpaid leave of absence. At the employee's option, accrued vacation may be used prior to the unpaid leave of absence.

An employee may take employee medical leave in three (3) ways:

- 1. regular leave, when an employee is absent for consecutive days or weeks at a time;
- 2. intermittent leave, if medically necessary, when an employee is absent for several days or weeks scattered throughout the twelve (12) month period; and
- 3. reduced-scheduled leave, if medically necessary, when an employee rearranges his or her daily schedule to work a reduced schedule.

Employees requesting intermittent leave or reduced-schedule leave may be asked to temporarily transfer to another position with equal pay and benefits that better accommodates recurring periods of leave.

6.11 Definitions

- 1. Spouse a husband or wife, including common-law husband or wife
- 2. <u>Parent</u> a person's biological parent or an individual who acted as an employee's parent when the employee was a child. "Parent" does not include parent "in-law."
- 3. Son or daughter a biological, adopted or foster child, a stepchild, a legal ward or a child of a person acting as a parent, if the child is either under age 18, or is age 18 or older and incapable of self care because of a mental or physical disability.
- 4. <u>Serious Health Condition</u> a condition that requires either inpatient care or continuing treatment by a health care provider. This includes treatment for a serious chronic health condition that, if left untreated, would likely result in an absence from work for more than three (3) days. A serious health condition would not include short-term conditions for which treatment and recoveries are very brief.
- 5. Continuing Treatment (a) two (2) or more visits to a health care provider; (b) two (2) or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; or (c) a single visit to a health care provider that results in a regimen of continuing treatment under the supervision of the health care provider.
- 6. <u>Health Care Provider</u> a doctor of medicine or osteopathy who is authorized to practice medicine or surgery in Texas, as well as podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited by type of treatment) licenses to practice in Texas. This term also includes nurse practitioners, nurse midwives and Christian Science practitioners.

6.12 Procedures

Other Employment While on Leave – An employee on a leave of absence may not, at any time during leave, engage in any occupation or employment for pay or profit.

6.13 Request for Leave of Absence

1. Child-Care Leave

For planning and coverage purposes, GCAD needs the maximum possible notice of an employee's need for a child-care leave of absence. Employees must complete and provide their department supervisor, with a Leave of Absence Request form immediately upon learning of the need for a leave of absence. GCAD requires at least thirty (30) days notice prior to the commencement of the leave unless unusual circumstances prevent such notice. In these unusual cases, the employee must provide notice immediately upon learning of the need for the leave.

2. Family and Employee-Medical Leave

Employees requesting a family or employee medical leave must in writing request a leave of absence and submit it to their department supervisor. Employees are expected to provide GCAD at least thirty (30) days notice, or as much notice as practicable. When an employee determines that a family-employee medical leave may be necessary, he or she is encouraged to schedule treatment so as not to unduly disrupt the operations of GCAD.

Employees requesting a leave of absence for their own serious health conditions or to care for a seriously ill child, spouse or parent must also submit a Certification of Physician or Practitioner form signed by a health care provider along with the request for leave of absence. GCAD reserves the right to request a second medical opinion at GCAD's expense. If the second opinion is at variance with the first, GCAD will submit a list of at least three (3) health care providers for agreement by the employee to resolve the difference. Furthermore, the GCAD reserves the right to require monthly recertification.

To be approved, intermittent leaves and/or reduced schedule leaves must include a statement that certifies that intermittent leave or reduced schedule leave is medically necessary. Employees may be transferred to a position with equal pay and benefits that better accommodates recurring periods of leave.

3. Benefits During a Leave of Absences

Sick leave, vacation leave and holiday benefits will not accrue or be paid during the unpaid portion of the leave of absence.

a. Seniority will continue to accrue during an employee's leave of absence.

6.14 Medical Insurance

GCAD will continue to pay its portion of the employee group health insurance premiums for the duration of the employee's leave of absence. The employee must continue to pay the employee's portion of insurance premiums. The unpaid premiums for the month during which the employee's leave of absence begins must be received by the Accounting Office within seven (7) days from the date on which the leave of absence begins. These premiums may be submitted to the Accounting Office by the first of the month. A thirty- (30) day grace period is allowed.

- 1. If it becomes necessary to terminate benefit coverage due to nonpayment, coverage shall not be reinstated until the employee returns to work in an eligible benefits status.
- 2. In the event the employee elects not to return to work upon completion of the leave of absence, the company may recover from the employee the cost of any payments made to maintain the employee's health coverage, unless the failure to return to work was for reasons beyond the employee's control.

6.15 Return from a Leave of Absence

- 1. The department head must be contacted no later than two (2) weeks prior to the anticipated date of return.
- 2. Employees completing at least one (1) year of service and who worked at least 1,250 hours in a previous twelve (12) month period will be restored to the position they held when the leave began or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, if they return to work within three (3) days of the expiration of their leave of absence.
- 3. If notification of intent to return to work has not been received by the Chief Appraiser for three consecutive working days following the anticipated date of return or release date from the physician, the employee shall be considered to have resigned, effective the last day of his/her leave of absence.

6.16 Key Employees

- 1. Key employee is a salaried employee who is among the top 10% highest paid of all employees.
- 2. GCAD may deny restoration of employment to a key employee if the denial is necessary to prevent substantial and grievous economic injury to the operations of GCAD.
- 3. If GCAD believes reinstatement may be denied to a key employee, GCAD will give written notice to the employee at the time the FMLA is requested that he or she qualifies as a key employee.

4. As soon as GCAD makes a good faith determination, based on the facts available, that reinstatement will result in substantial and grievous economic injury to its operations, GCAD will serve the employee with notice, via certified mail, that it cannot deny FMLA leave, but intends to deny restoration at the end of the leave.

6.17 Military Leave

Any full-time employee may receive a leave of absence not to exceed fifteen (15) working days annually, for participation in annual training in the National Guard or Reserve Armed Forces. Request for such leave must be accompanied by a copy of official orders requiring such training. Upon receipt of such orders, the employee will be granted a temporary military leave without loss of time or pay. Such training shall not be deducted from accumulated vacation time.

Any full-time or part-time employee who is <u>drafted or recalled</u> into military service is entitled to reinstatement if reinstatement is requested within ninety (90) days after receiving an honorable discharge from military service. GCAD cannot guarantee reemployment in the identical job previously held by the veteran, but GCAD will place him/her in a similar job at a comparable rate of pay, status and seniority unless GCAD's circumstances have changed to such an extent to make it impossible or unreasonable to do so. The veteran will lose no benefits or seniority, while on duty.

6.18 Education Leave

Continuing education is an integral part of an employee's growth within the Galveston Central Appraisal District. For this reason, the District encourages employees to take advantage of seminars and courses offered by outside sources. If an employee feels that a seminar or course would be beneficial to his/her job performance, he/she should request permission to attend. The Galveston Central Appraisal District will pay for attendance at courses and seminars if they are useful to the employee, the District, or are required by the Texas Department of Licensing and Regulation. Approval for attendance is at the discretion of the Chief Appraiser.

The Chief Appraiser will be responsible for scheduling leaves. The Chief Appraiser will schedule leaves with regard to the work requirements of the employee's department. The Chief Appraiser reserves the right to question and delete expenses that are deemed unnecessary, unreasonable or excessive. Employees who fail courses paid for by the District will be expected to attend the same course at the employee's expenses until he/she passes the course.

6.19 Compassionate Leave

Upon the death of an immediate family member, full-time employees are entitled to miss three (3) working days with pay.

Immediate family shall be defined as employee's spouse, son, daughter, father, mother, father-in-law, mother-in-law, brother, sister, step-daughter, step-son, daughter-in-law or son-in-law, grandmother, grandfather or grandchildren. An exception to the immediate family rule occurs when a relative living with an employee dies.

An allowance of one (1) day with pay may be extended to a full-time employee to attend the funeral of a family member other than those defined as immediate.

Vacation leave or other earned leave may be used to extend a funeral leave if needed. Exceptions to this allowance are made at the discretion of the Chief Appraiser.

6.20 Jury or Witness Duty

When notice is received for service on a jury, grand jury or if subpoenaed as a witness, employees must submit a copy of that notice or subpoena to the Department Director, who is responsible for filing the notice with the Accounting Office. Such notices and/or subpoenas are to be kept in employees' personnel files.

Employees must report for work on any regular scheduled workday or partial workday that he/she is not scheduled to serve as juror or witness.

Full-time employees called for such service will be paid their regular rate of pay for service performed on a day on which the employee would normally work.

6.21 Voting

Every effort should be made to exercise the voting privilege during non-working hours. However, if this is not possible, employees will be given paid time off to vote in local, state and national elections. Department supervisors will schedule their employees' voting leaves according to the workload of the department.

6.22 Leave Without Pay

The Chief Appraiser may allow an employee to take leave of absence without pay for good reason other than those outlined in the unpaid family and medical leave of absence policy. A leave without pay must not exceed two (2) weeks. Requests for leave without pay must be submitted in writing to the Department Director at least ten (10) days in advance of the requested starting date. The Department Director is responsible for forwarding the request with an endorsement to the Chief Appraiser. Advance notice may be waived at the discretion of the Chief Appraiser when the circumstances do not permit such notice. If an employee fails to return to work as scheduled, his/her absence will be treated as an unauthorized absence.

6.23 Unauthorized Absences

An employee who fails to report for duty or fails to remain at work as scheduled, without proper notification, authorization, or excuse, shall be considered absent without leave, and shall not be paid for the absence. Unauthorized absences will be grounds for disciplinary action up to, and including dismissal.

6.24 Vacation

All full-time employees of GCAD shall be eligible for paid vacation leave. Temporary employees will not be eligible for paid vacation.

Eligible employees shall accrue vacation leave in accordance with the following schedule:

Months of Service	Accrued Vacation Leave Rate
0 - 59 months	6.66 hours per month (10 days/year)
60 - 119 months	10.00 hours per month (15 days/year)
120 - 239 months	13.33 hours per month (20 days/year)
240 plus months	16.66 hours per month (25 days per year)

Employees working at least thirty (30) but less than forty (40) hours per week will accrue leave in direct proportion to the ratio of their regular hours of work per week to forty (40).

Example: If an employee works 32 hours/week -43/40 per week =.8

 $.8 \times 6.66 = 5.33 \text{ hrs/month}$

An employee shall be required to work for a minimum of three (3) months in a position before he/she may take any vacation.

Employees do not accrue vacation while on an unpaid leave.

The maximum amount of unused vacation that an employee may carry over to the next year is 150% of his/her yearly entitlement. Any accrued days in excess of 150% of the yearly entitlement will be forfeited at the end of the calendar year. All employees who are terminated or resign will be paid up to one (1) year of their accrued vacation. The District will pay accrued vacation only when an employee leaves the District.

6.25 Vacation Administration

To meet the work requirements of employees with three (3) vacation weeks, employees may be required to split their vacation time.

Vacations shall be scheduled in each department far enough in advance to allow planning. This will minimize the effect of the employee's absence. In scheduling vacation s, Department Director and the Administrative Department will insure that all eligible employees take the full amount of vacation due them each year. An employee with longer service is generally given preference in scheduling vacations. Department Director may recommend changes to vacation schedules of employees if the workload requires.

When an official District holiday falls within the vacation period, the vacation will be automatically extended for one (1) day.

Absence as a result of sickness, injury or disability in excess of that authorized for such purposes may, at the request of the employee and within the discretion of the Chief Appraiser, be charged against that employees' vacation leave allowance.

In the event of a public emergency, the Chief Appraiser may grant special additional vacation days to those employees directly and personally affected by the situation.

SECTION VII CONDITIONS OF EMPLOYMENT

7.01 Loyalty

Every District employee and official is expected to be loyal to the Galveston Central Appraisal District, to support and comply with the provisions of the Texas Property Tax Code and policies of the District, and to comply with the instructions and regulations promulgated by the governing body and/or Chief Appraiser in which or in whom authority is legally vested.

7.02 Prejudice

No employee shall display prejudice for or against people or organizations that might affect the cordiality of his/her contacts with other employees or with the public.

7.03 Falsification of Employment Records

All District employees and applicants are expected to truthfully answer all questions.

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Falsification of any employment records, including, but not limited to an employment application, are grounds for an immediate dismissal.

7.04 Retirement and Group Insurance

All full-time employees shall immediately become a member of the Texas County and District Retirement System. All full-time employees will automatically be enrolled in the group life, health and accident insurance program sponsored by the District.

Specific information concerning theses important benefits is available from the Administration Office. As a matter of routine orientation all new hires will be briefed concerning these benefits and provided an opportunity to obtain written information concerning these benefits for retention in their own personal records.

7.05 Relations With Governing Body

All District employees should pay particular attention to their relationships to members of the Board of Directors. Employees are urged to be respectful, courteous and cooperative with the Board Chairman or Board Members. Each District employee should only receive his/her directions and instructions from the Chief Appraiser or the Chief Appraiser's designate. In the absence or incapacitation of the Chief Appraiser, the Board Chairman will consult with the Deputy Chief Appraiser on the day-to0day operations of the District.

7.06 <u>Induction Requirements</u>

All District employees must be eighteen (18) years old. All applicants and/or employees may be fingerprinted. All employees are required to have Social Security Numbers. In the event that it is required, employees must finish all information and take all steps necessary to enable the District to obtain a fidelity bond. If an employee fails to qualify for a fidelity bond, he/she may be terminated. Employees who do not supply the District with the necessary information for the fidelity within thirty (30) days from the time the District requests the information is furnished and/or assistance may be terminated.

SECTION VIII **STANDARD WORK HOURS**

8.01 Working Hours

The work schedule may vary in each department. In general, working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with one (1) hour for lunch. Working hours for shift employees will be determined by their Division Directors. Employees are entitled to a morning and afternoon break of fifteen (15) minutes each.

Work Week: Monday, Tuesday, Wednesday, Thursday and Friday.

Work Day: 8:00 a.m. through 5:00 p.m., on every day of the work

week.

Absence: Failure to be present for work on any work day of the

work week.

Overtime: Actual hours worked over and above forty (40) hours.

Flex Time: Department Directors are encouraged to implement flex

> time schedules for employees if such implementation is feasible within operating budget and does not impact special delivery. Implementation of a flex time schedule requires prior written authorization and instructions from the Department Manager and must be

approved by the Chief Appraiser.

8.02 Overtime

All non-exempt employees are eligible for overtime pay for all hours worked over forty (40) hours per week.

8.03 Compensatory Time

Non-exempt employees are entitled to compensatory time off with pay instead of overtime pay. All non-exempt employees will earn compensatory time at one and one-half (1 ½) times the amount of overtime worked.

Before using any compensatory time, an employee must have filled out a Compensatory Time Request Form {Available in the Accounting Office} and have his/her Department Director's approval. An employee, who has accrued compensatory time and ask to use it, or any part of it, shall be permitted to use it

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within a reasonable period after making the request, if such use does not unduly disrupt the District's operations.

In determining whether a request to use compensatory time has been made within a reasonable period, the District will consider the customary work practices within the department based on the facts and circumstances in each case. Such practices include, but are not limited to:

- 1. The normal schedule of work;
- 2. The anticipated peak workloads based on past experience;
- 3. Emergency requirements for staff and services; and
- 4. The availability of qualified substitute staff.

Time off that is not approved by the Department Director will be subtracted from an employee's earned sick days or vacation days. Absence because of sickness, injury or disability may, at the request of the employee, and within the discretion of the Chief Appraiser, be charged against compensatory or vacation time that has been earned.

Non-exempt employees will be allowed to accumulate up to one hundred twenty (120) hours of compensatory time per calendar year. Employees may carry forward eighty (80) hours of compensatory time into the next year. Employees will be paid for any compensatory time they are unable to carry over into the nest year at one and pne-half (1 ½) times their regular rate.

Upon termination of employment, and employee shall be paid for unused comp time at a rate of compensation not less than:

- 1. The average regular rate received by such employee during the last three (3) years of the employee's employment, or
- 2. The final regular rate received by such employee, whichever is higher

Where an employee's last three (3) years of employment are not continuous because of a break in service, the period of employment after the break in service will be treated as new employment. Where the final period of employment is less than three (3) years, the average rate still must be calculated based on the rates in effect during the period.

8.04 Compensatory Time/Overtime Substitution

Any non-exempt employee may trade compensatory time for overtime pay and in turn, trade overtime pay for compensatory time. Non-exempt employees are encouraged to use compensatory time or accept overtime pay within the pay period in which excess time is worked.

All requests to make this time reassignment must be submitted in writing to the Accounting Office. The change request should be given to the Accounting Office by payroll cut-off date to ensure proper credit on the ensuing paycheck.

Non-exempt employees will receive overtime pay for the difference in the accumulated compensatory time and the amount allowed to be carried forward.

SECTION IX TRAVEL EXPENSE

9.01 General

For personally owned vehicles used on Appraisal District business, the following guidelines will be used:

- 1. When an employee travels within the boundaries of the Appraisal District which is required in the performance of his/her assigned duties and uses his/her vehicle for this travel, the employee will be reimbursed on a per mile basis. Mileage will be at the IRS allowable rate.
- 2. The District will reimburse employees for travel outside the limits of the District and classified as District business. This includes mileage at IRS allowable rate; meals; hotel; taxi; phone and fees.
- 3. Employees are required to get prior approval for air travel expense, rental cars and for meals other than the employee's.
- 4. All expenses will be listed on an Expense Report Form and must be accompanied by proper receipts. Employees should submit all completed forms to their immediate supervisor for review. The Chief Appraiser's designate is responsible for final approval. The Chief Appraiser reserves the right to question and delete expenses that are deemed unnecessary, unreasonable or excessive.

SECTION X HEALTH, SAFETY AND ACCIDENTS

10.01 Accident Procedure-Personal Injury

If an injured employee displays no outward indication of serious injury, he/she shall be referred directly to the office of a private physician. As soon as possible after the accident, but in no case later than twenty-four (24) hours, the Department Director shall prepare an injury report.

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Department Directors should exercise extreme care in preparing the injury report to include all pertinent detail, names of witnesses, of any negligence or wrong doing on the part of a third person, firm or corporation.

Department Directors are responsible for instructing employees under their supervision that all injuries, no matter how trivial, must be reported.

10.02 Accident Procedure-Motor Vehicles

All accidents involving District automobiles or accidents to privately owned automobiles being used on official Appraisal District business shall be reported.

The operator of a District vehicle or a private vehicle being used on official District business shall take the following actions when involved in an accident:

- Stop immediately and render aid if such is necessary.
- 2. Personally call the police department and report the accident and injuries, if any.
- B. Make a record of the make, model, and license number of the other vehicle.
- 5. Advise department supervisor as soon as possible.
- 6. Be courteous, but do not make or sign statements for anyone except the police.

Failure to comply with these instructions can result in disciplinary action. Immediately upon return to headquarters, an employee involved in a motor vehicle accident shall make a full report. Copies of all forms prepared as the results of an accident involving District owned automobiles or involving a motor vehicle being operated on official District business, must be distributed to the Department Manager and the Chief Appraiser.

The Department Director will make the police report available to the Chief Appraiser when an employee under his/her jurisdiction has been involved in a motor vehicle accident. This will assist the Department Director and the Chief Appraiser in determining the cause of the accident and any actions that might be taken to prevent similar accidents in the future. However, the accident investigator's statement shall not be copied on the employee's report. The employee's statement must be his/her own. Employees may appeal such determination through the grievance procedure.

A report of accident involving District equipment or privately owned equipment used on District business must reach the Chief Appraiser within ten (10) days of the accident.

Reports will indicate whether the accident is serious and preventable.

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2. Reports will also indicate whether this is the first serious and preventable accident in which the employee was involved as driver within a twelve (12) month period.

The Office of the Chief Appraiser is responsible for developing programs that encourage safe and courteous operations of automobiles by all employees.

The purpose of these regulations is to develop safer driving practices for Galveston Central Appraisal District employees. The regulations shall not be used to predicate any liability of the District in connection with any claim for injury or damages resulting from the collision of any District owned vehicle being operated by an employee or agent of the District.

Employees using personal vehicles in the conduct of District business will furnish evidence of insurance on each vehicle for the District's records. Employees will keep District's records updated as to each renewal date when insurance is renewed. Failure to provide proper insurance documentation when requested may result in disciplinary action or termination of employment.

SECTION XI CONDUCT AND DISCIPLINE

11.01 Code of Ethics

- 1. All employees are expected to report to work on time and to be diligent in performance of their assignments.
- 2. All employees shall maintain a high level of personal conduct, both on and off the job.
- 3. All employees shall exercise the utmost care in the use of District property.
- 4. All employees shall be courteous.
- 5. No employee shall accept any gift or favor from any person, firm or corporation that might reasonably tend to act as an influence in the discharge of official duties.
- No employee shall grant, in the discharge of official duties, any improper favor, service or thing of value.
- No employee shall use his/her official position to secure special privileges or exemptions.

- 8. No employee shall grant any special consideration, treatment or advantage to any citizen, individual or group beyond that which is available to every other citizen, individual or group.
- 9. All employees must be in their department at least one year before they can transfer to another department. Exceptions can only be made by the Chief Appraiser.
- 10. No employee shall directly or indirectly use any information gained by reason of his/her job for personal gain or benefit, or for the private interest of others.
- 11. No employee shall, on behalf of the District, transact any business with any business entity in which the employee is an officer, agent or member, or in which he/she has ownership of a substantial interest. An employee shall make known any ownership interests and turn the matter over to the Department Supervisor in charge for reassignment. The employee should have nothing more to do with it.
- 12. No employee shall engage in any outside activities that will conflict with the duties assigned in the employment of the District, reflect discredit upon the District or in which employment in the District will provide an advantage over others engaged in a similar business.
- 13. No employee shall accept other employment or engage in outside activities that conflict with his/her duties and responsibilities at the District or which might impair his/her independent judgement.
- 14. No employee shall receive any fee or compensation for his/her services at the District from any source other than the District, except as may be otherwise approved by the Chief Appraiser. Employees are prohibited from performing services for a private organization if there is a conflict with District duties and responsibilities. No employee of the District shall be allowed to perform fee appraisals on any property located within the jurisdiction of the District.
- 5. No employee shall represent, directly or indirectly, or appear on behalf of private interests of others before the Board of Directors or the Appraisal Review Board. No employee may represent the private interests of others in any action or proceeding involving the District. Employees may not participate on behalf of others in litigation to which the District might be a party. Employees may not accept any retainer or compensation that is contingent upon a specific action taken by the District.
- 6. No employee shall use the prestige of his/her position on behalf of any political party. All employees are encouraged to register and vote as they may choose in all local, state and national elections.

- 17. No employee shall knowingly perform any act that deliberately thwarts the execution of the District's rules or regulations, or the achievement of official District programs.
- 18. No employee shall use District supplies, equipment or facilities for any purpose other than the conduct of official District business.
- 19. No employee shall engage in any dishonest or criminal act or any other conduct prejudicial to the District or that reflects discredit upon the District.
- 20. No employee shall assess property in the District except on a fair and equal basis, using the estimated true market value as the basis for judgment, except when required otherwise by the Constitution or by law.
- 21. Violation of this code will be grounds for immediate dismissal.

11.02 Disciplinary Policy

GCAD employees are required to abide by certain standards of conduct and performance. These have been established to protect employees and the District from injury or other threats and to promote harmonious, efficient working practices

Failure to observe established rules and practices can lead to disciplinary action up to, and including, discharge. The specific action to be taken will depend on the nature of the offense, the circumstances and the employee's previous record.

An employee who feels a disciplinary action has been unfair may file a grievance.

An employee can be discharged at any time if he or she commits an offense for which immediate discharge is specified as a penalty or if, in the Chief Appraiser's judgement, the employee's continued presence would be contrary to the well-being of the District or any of its' employees.

Any discharge must be approved by the Chief Appraiser.

When immediate termination is the recommended disciplinary action, the usual procedure is to suspend the employee, conduct an investigation and decide if termination is justified. Immediate termination is recommended in any case that involves:

- Theft of District property or that of other employees.
- Insubordination or refusing to follow instruction.
- Assault and or possession of a weapon.

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- Use of drugs or alcohol.
- Falsification of District records.
- Deliberate misuse of District property.
- Deliberate injury to another person.
- Violating a confidence; unauthorized release of confidential information.
- Other offenses that, in the Chief Appraiser's judgement, seriously threaten the well-being of the District or any employee.
- Unexcused absences or tardiness.
- Exploitation, abuse or neglect of a taxpayer.
- Engaging in criminal conduct.
- Supplying false or misleading information or withholding requested information when applying for employment.

This list does not include all the grounds for immediate termination. An employee may be terminated for conduct not listed. This disciplinary policy does not affect an employee's at-will status.

Examples of disciplinary procedures or dischargeable misconduct are only examples. These examples are neither exhaustive nor all-inclusive. Thus, any type of misconduct may result in an employee's immediate discharge. GCAD reserves the right to discharge workers after the first instance of misconduct.

11.03 Grievance Procedure

GCAD believes in an open communication policy. Good morale is maintained by the sincere efforts of all persons involved to work toward constructive solutions of problems in an atmosphere of courtesy and cooperation. Employees who have complaints or disagreements are encouraged to try to resolve these problems by discussing them frankly with their supervisors. At the same time, the District recognizes that not all problems can be resolve in this manner, and employees may sometimes be reluctant to approach their supervisors.

Any employee may file a grievance on a workplace condition that the employee feels is in violation of the policy or spirit of operations within the District. Grievances with respect to transfer, promotions, demotions, discipline, layoffs or discharge shall be presented to the employee's supervisor in writing within five (5) working days from

the date of the transfer, promotion, demotion, discipline, layoff or discharge. If notice in writing is not given to the employee's supervisor within five (5) working days of the occurrence, the grievance shall be deemed waived and abandoned and shall thereafter not form the basis of a grievance between the parties.

The employee's supervisor shall indicate his/her written disposition of the grievance in writing within five (5) working days of the receipt of the employee's grievance. The employee's supervisor shall furnish copies of his/her disposition to the aggrieved and the aggrieved's designated representative, if applicable.

In the event that a satisfactory agreement cannot be reached between the parties stated above, the matter in dispute shall be submitted to a board of arbitration, which shall consist of three (3) members to be selected in the following manner:

- Each party shall select one (1) member of the board of arbitration within five (5) working days after the failure to settle the question or questions in dispute.
- 2. The third member of the board of arbitration shall be the Chief Appraiser.

Each party shall bear the expense of its representative. There shall be no refusal to work during negotiations or arbitration. The decision of the arbitrators shall be final and binding. Only a single grievance may be heard by the arbitrator at one time, except by mutual agreement.

If an employee does not feel comfortable filing a grievance with his/her supervisor, he/she may submit a written grievance to the Deputy Chief Appraiser within five (5) working days of the occurrence. If such notice in writing is not given to the Deputy Chief Appraiser within five (5) working days of the occurrence, then it shall be deemed waived and abandoned and shall, thereafter, not form the basis of a grievance between the parties.

The Deputy Chief Appraiser shall indicate his/her written disposition of the grevance in writing within five (5) working days of the receipt of the employee's grievance. The Deputy Chief Appraiser shall furnish copies of his/her disposition to the aggrieved and the aggrieved's designated representative, if applicable. If a satisfactory agreement cannot be reached between the parties, the matter in dispute shall be submitted to a board of arbitration.

Controversies about the meaning of the grievance procedure and of this arbitration clause shall consist only of disputes about the interpretation or application of particular clauses of this agreement and about alleged violations of this agreement. The board of arbitration shall have no power to add to, subtract from or modify any terms of this agreement, nor shall it substitute its discretion for that of the District where such discretion has been retained by the District, not shall it exercise any responsibility or function of the District.

All meetings concerning grievances will take place at reasonable hours. If a grievance hearing is scheduled during the regular workday, all participants in the investigation and processing of the grievance, including the aggrieved and witnesses shall be released from their regular duties and shall suffer no loss of pay or other benefits.

Reasonable notice of scheduled hearings shall be given to all participants.

There should be no fear of retaliation at any stage of this process. All matters pertaining to a grievance shall be treated as confidential and shall not be considered in decisions regarding assignment, transfer, promotion or re-employment.

A grievance may be withdrawn at any time and cannot be reopened.

No part of this procedure shall work in such a way as to prevent the aggrieved of the right to pursue legal redress in the courts.

SECTION XII HARASSMENT (Hostile Work Environment)

GCAD has long had an established policy prohibiting harassment of one employee by another because of one's race, color, religion, sex, age, national origin, disability or veteran status. Harassment by employees, supervisors, directors or others is strictly prohibited and will not be tolerated by GCAD.

No supervisor or other employee shall threaten or insinuate, either explicitly or implicitly that another employee or applicant's refusal to submit to sexual advances will adversely affect that person's employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment to another employee or applicant for engaging in sexual conduct.

Sexual harassment also includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the work place of sexually suggestive objects or pictures, sexually explicit or offensive comments, innuendoes, jokes or physical assaults which:

- Interfere with work performance:
- Create an intimidating, hostile or offensive work environment;
- Influence or tend to affect the career development of an employee or prospective employee; or
- Are an explicit or implicit term or condition of an individual's employment.

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It is the intent of GCAD to provide a work environment free from verbal, physical and visual (signs, posters or documents) forms of harassment. All employees are asked to be sensitive to the individual rights of their co-workers.

All employees should immediately report any incidents of discrimination or harassment to their supervisor so that an immediate investigation may be conducted. If that would prove uncomfortable, an employee may report the incident(s) to the Chief Appraiser. It is the policy of GCAD to listen to all complaints, seek early corroboration and quickly apply discipline where appropriate.

All complaints will be promptly investigated. If the investigation reveals a violation of this policy, appropriate corrective action will be taken. Any employee, including supervisors or other management-level personnel, who has been found by GCAD, after appropriate investigation, to have violated this policy will be subjected to appropriate discipline, up to and including discharge, even for the first offense.

All complaints are kept confidential to the extent possible. Employees will not be retaliated against for reporting or filing a grievance about any incidents of harassment or discrimination. In no event will information concerning a complaint of harassment be released by GCAD to third parties or to anyone within or outside GCAD who is not directly involved in the investigation. The purpose of this provision is to protect the confidentiality of the employee who files a grievance, to encourage the reporting of any incidents of harassment and to protect the reputation of any employee wrongfully accused of harassment.

SECTION XIII ADMINISTRATIVE POLICIES

General Statement:

The Chief Appraiser will have the authority to approve and implement administrative procedures necessary for the efficient operation of the Appraisal District office.

13.01 Accepting Gifts

Employees may not accept gifts, invitations for entertainment or benefit in any way from a person or organization that does business with our District. Routine business lunches are not considered entertainment. Gifts should be promptly returned to the giver with a note of thanks and an explanation of policy.

13.02 Government Office

The Galveston Central Appraisal District does not encourage or discourage Page 38

employees from seeking government office. An employee may hold such office if, in the opinion of the Galveston Central Appraisal District, the duties do not interfere with the employee's performance on the job. However, political activity may never be conducted in the Galveston Central Appraisal District's name or the Galveston Central Appraisal District's time or involving the use of the Galveston Central Appraisal District's money or property.

13.03 <u>Safety</u>

Galveston Central Appraisal District employees should be safety conscious at all times. Employees should regularly watch for safety hazards.

13.04 <u>Possession of Firearms or Lethal Weapons</u>

Firearms and other lethal weapons are not allowed on the premises of Galveston Central Appraisal District. Any employee, except a law enforcement officer, security or authorized personnel, who has firearms or other lethal weapons, will be terminated immediately.

13.05 Tardiness

All employees are expected to arrive at work on time. If an employee is late for work, he/she should notify his/her supervisor immediately. Employees will be disciplined, up to and including termination, for repeated tardiness.

13.06 Rest Periods

The employees' supervisor will designate fifteen (15) minutes morning and afternoon rest periods (coffee breaks). An employee may not leave the premises during these breaks without prior permission from their supervisor. Employees may not forego coffee breaks in exchange for leaving early in the evening or a longer lunch break.

13.07 Lunch Break

Each employee is entitled to a sixty (60) minute lunch break to be taken at the convenience of his/her department supervisor and depending on the department's workload.

13.08 Travel

Some employees may be required to travel outside of Galveston County on GCAD business or on education trips (seminars). The Chief Appraiser must approve all travel in advance.

13.09 <u>Γelephone</u>

When using the telephone, employees should identify themselves and be courteous and helpful.

- 1. <u>Business Calls.</u> Telephones in the Galveston Central Appraisal District's offices are for conducting the District's business. Long Distance calls shall be made only with the approval of department supervisors.
- 2. <u>Personal Calls.</u> Use of the telephone for personal calls should be kept to a minimum. Personal calls should be brief and as infrequent as possible Employees are not permitted to make long distance personal calls at District expense.

13.10 DRESS CODE

As a representative of the Galveston Central Appraisal District, you should convey a professional image. Clothing should be neat, business-like and in good taste. These standards provide a guideline regarding the personal appearance of the Galveston Central Appraisal District's employees.

Hair

- Must be clean and neat with no styles that would create negative feedback from a taxpayer or employee.
- No unusual hair colors (such as green or purple) will be allowed. Hair ornaments must be moderate and in good taste.
- Well-groomed, closely trimmed beards, sideburns and mustaches are allowed.

Jewelry

- You should have no more than two earrings per ear.
- Body piercing is permitted in ears only; no other visible body piercing is permitted during working hours.

Clothing

- Revealing clothing (items that reveal parts of the body that might offend taxpayers or employees) is not permitted and proper undergarments shall be worn.
- Shirts and blouses shall be buttoned up to the second button and tucked in
- T-shirts are not permitted, especially ones that have negative advertisement.
- Tops with less than 2" wide straps are not to be worn unless under a jacket or sweater.
- No halter tops, midriffs or any top that exposes the abdomen is allowed.
- Shirts, blouses and tops are to be of a professional image.
- Skirts shall be no shorter than three inches above the knee and not tight fitting.
- Split skirts and dress shorts are permitted provided they are not tight fitting and fall within the skirt length guidelines.
- Slacks, trousers or pants are to be neat, clean and of a professional nature.

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- Jeans are not to be worn except on days specified by the Chief Appraiser.
- When jeans are allowed to be worn (blue, white, black, etc) they must not be frayed, faded or overly tight fitting.
- Spandex, leggings, athletic wear and sweat suits shall not be worn at any lime.
- Shoes must be clean and in good condition.
- Flip-flops are not permitted.
- Ornamental or textured hosiery is not permitted.

Other

• Sunglasses are to be worn indoors only if prescribed by a physician.

Failure to comply with the dress code or grooming standards will be grounds for disciplinary action including dismissal, if necessary.

13.11 Inclement Weather

In case of the threat of ice, snow, flooding, or severe weather, the following procedures should be followed:

- Department Directors or their designees should listen to the weather reports for conditions that might warrant closing the District office. The geographical location of problems should be noted.
- 2. Department Directors should contact the Deputy Chief Appraiser or Chief Appraiser before 7:15 a.m., to report on these conditions.
- After reviewing the inclement weather conditions, and conferring with key staff members, the Chief Appraiser will make the final resolution of the status of the office hours for the day.
- 4. The Chief Appraiser will determine whether employees who call in and do not feel they can drive to work should come in; come in later in the day; call back later in the day; or not report to work that day.
- 5. If the Chief Appraiser decides the District office should be closed because of inclement weather, all employees will be paid for that day.
- b. Tardiness to work may be excused if weather conditions cause the delay.
- 7. If the Chief Appraiser is unavailable to make the decision, the decision to close the office will be made by the Deputy Chief Appraiser.

13.12 Smoking Policy

Smoking is prohibited in the Galveston Central Appraisal District building.

SECTION XIV

SUBSTANCE ABUSE POLICY AND PROCEDURES

14.01 Objective

GCAD is committed to maintaining a safe, productive, drug-free and alcohol-free work environment for its employees. For safety and health reasons, and because of federal and state law requirements, GCAD has developed a clear and firm policy regarding controlled substances, illegal drugs and alcohol in the workplace and outside of our premises.

14.02 Policy

GCAD prohibits employees from the illegal manufacture, distribution, possession, sale, receipt or use of controlled substances, drug paraphernalia or alcoholic peverages in the workplace or while conducting company business. This policy covers controlled substances and illegal drugs, such as all forms of narcotics, hallucinogens, depressants, stimulants and other drugs restricted or prohibited by law. You may not drink alcoholic beverages of any kind during working hours.

GCAD policy also applies to controlled substances, illegal drugs and alcoholic beverages used outside of the workplace or outside of working hours if the use affects the performance of your job or creates a risk to you or others. GCAD may take corrective action, up to and including immediate dismissal of any employee who violates this policy.

Drug Screening

GCAD may require all new employees to take and pass a drug-screening test before employment can begin. Any person who is rehired after breaks in service of longer than six months must also take another drug screening test before reemployment. If for any reason there is a suspicion that your work is being impaired by a substance abuse problem, you may be requested to undergo a screening test. If a screening test for drugs or alcohol is requested and you refuse to cooperate, you may be subject to corrective action up to and including dismissal. GCAD, at its sole discretion, may rely on test results or any other factors indicating substance abuse as cause of termination. Any amount of illegal drugs in the body constitutes a violation of GCAD's Substance Abuse Policy. Also, the presence in the body of a prescription and/or over-the-counter drug in an amount above the legal quantity or prescribed/recommended dosage shall constitute a violation of GCAD policy.

Getting Help

If you have a substance abuse problem, it is your responsibility to seek help so that it does not affect your job performance. The District shall implement a drug and alcohol-abuse education program. GCAD strongly encourage you to contact the Employee Assistance Program for confidential assistance or referral to sources of rehabilitation if you believe that you are addicted to alcohol or drugs. You should not share such information with your manager. As part of that program, information will be made available to the employees of the District concerning agencies and/or facilities available to assist in rehabilitation of drug and alcohol abuse.

Reporting Drug-related Convictions

Conviction for a drug-related offense may be grounds for termination. However, the GCAD will review each report of conviction on a case-by-case basis to determine whether dismissal is warranted under the circumstances. In the event you are convicted of any drug-related crime, you must notify the GCAD within five (5) days of the date of conviction. A conviction includes, but is not limited to, any finding of guilty (including one agreed to by the employee), or plea of no contest or decree of probation or deferred adjudication, and/or any imposition of a fine, jail sentence, probation or other penalty, even if deferred. If you do not notify the GCAD of such a conviction, you will be subject to severe corrective action, up to and including immediate dismissal.

14.03 Prohibited Conduct

Illegal Drugs

- No employee shall report for or remain on duty while under the influence of any illegal drug.
- The unlawful use, possession, manufacture, dispensation or sale of any drug by any employee is prohibited.

Prescription/Over the Counter Drugs

- Taking prescription/over-the-counter drugs while working will be allowed if the employee's normal job functions are not impaired. All prescriptions must be in the employee's name, must be less than one (1) year old and must be carried in their original containers.
- Employees are responsible for learning of any possible side effects of prescription/over-the-counter drugs they may use while working. They must notify their supervisors when potential or known side effects can substantially

interfere with the employee's ability to perform his or her job duties safely and effectively, or such side effects could endanger others in the workplace of general public. All medical information will be kept in a confidential file separate from the employee's personnel file. The District, without exception, will punish any breach of privacy and confidentiality.

Alcohol

Reporting to work, attempting to work or operating GCAD vehicles/equipment or personal vehicles while on GCAD business while under the influence of alcohol is prohibited.

Disciplinary Action

Any employee violating the Substance Abuse Policy will immediately be discharged.

Definitions

- Alcohol shall mean any substance that contains ethyl alcohol, the intoxicating agent in beer, wine and distilled liquors. It includes all beverages, mixtures or preparations that contain ethyl alcohol.
- Illegal Drug means all prescription medications not prescribed to the individual taking the medication, all psychoactive substances, all controlled substances and all substances illegal under federal or state law.
- Possession shall mean to have on one's person, in one's personal effects, in one's personal vehicle or under one's control.
- Sale or distribution shall mean any exchange, transfer, conveyance or sharing of any illegal drug, whether for money or otherwise.
- Use shall mean consuming, ingesting, injecting, inhaling, smoking or otherwise using any illegal drug.
- Under the influence means the condition where any of the body's sensory, cognitive or motor functions or capabilities are altered, impaired, diminished or affected die to alcohol or drugs. "Under the influence" also means the measurable presence of illegal drugs within the body, the presence of a prescription or overthe-counter drug exceeding the prescribed/recommended dosage in the body or any alcohol concentration.
- Drug Paraphernalia means any item used for the administering, transferring or storing of a drug.

14.04 \$earch

Galveston Central Appraisal District reserves the right to search District owned property at any time with probable cause as determined by the Chief Appraiser. Searches will not include employee's personal items or vehicles.

14.05 Education

The Galveston Central Appraisal District will offer a program educating employees about dangers of alcohol and drug abuse in the work place. Each employee will receive a copy of this policy and be informed of the discipline that may be imposed for involvement with alcohol or illegal drugs.

14.06 Employee Assistance Program

Any employee, who feels that he or she has developed an addiction to, dependence upon or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance in an Employee Assistance Program (EAP). While in the EAP the GCAD will not terminated or demote an employee. An employee's job will remain active as long as the employee is enrolled in a drug or alcohol rehabilitation program, and as long as they continue with and complete the program and do not revert to abusing drugs or alcohol. Entrance into an assistance program can occur by self-referral, recommendation, or referral by the Chief Appraiser.

When documented job impairment has been observed and identified, the Chief Appraiser may recommend participation in an employee-assistance program.

The GCAD will provide a list of agencies or facilities available for assistance in resolving or assessing treatment for addiction to, dependence on, or problems with alcohol, drugs, or other personal problems adversely affecting an employee's job performance.

The cost of treatment, counseling or rehabilitation resulting from referrals will be the responsibility of the employee. The District health insurance plan may cover some of the costs for alcohol and drug abuse treatment. [See plan document for details].

If an employee elects to follow the EAP, the employee must utilize all available sick, vacation and/or Family and Medical Leave Act (FMLA) time to participate. If an employee who exercises rights under the FMLA and fails to return after exhausting that leave, may be subject to termination.

Refusal to participate in or failure to complete an assistance program will be documented. Should job performance not improve after a reasonable amount of time, the employee is subject to corrective action up to and including termination of employment.

Self-referral by employees or referral by family members is strongly encouraged. The earlier a problem is addressed, the easier it is to deal with and the higher the success rate. While self-referral in itself does not preclude District's use of corrective actions, participation in an assistance program may enable the Chief Appraiser to

allow time for completion of such program before initiating or determining additional corrective actions.

14.07 Coordination With Law Enforcement Agencies

The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of the law. The District will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of District property. The District will cooperate fully in the prosecution and/or conviction of any violation of the law.

14.08 Reservation of Rights

The Board reserves the right to interpret, change, suspend, cancel or dispute, with or without notice, all or any part of the policy, or procedures or benefits discussed herein. Employees will be notified before implementation of any change.

Although adherence to this policy is considered a condition of continued employment, nothing in this policy alters an employee's status. This policy shall not constitute or be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason, without notice, and the District retains the right to terminate any employee at any time, for any or no reason, without notice.

14.09 Other Laws and Regulations

The provisions of this Policy shall apply in addition to, and shall be subordinated to, any requirements imposed by applicable federal, state or local laws, regulations or judicial decisions. Unenforceable provisions of this policy shall be deemed to be deleted.

14.10 Drug and Alcohol Screening Policy

APPLICABLE TO: Certain Staff

The Galveston Central Appraisal District ("District") has a vital interest in providing a safe environment for its employees, visitors and members of the general public who may be affected by employees out in the field. Drug and alcohol abuse is a serious health problem, which can endanger District operations and the safety of those who work at the District, those who seek its services or members of the general public who may come in contact with employees of the District while out in the field. It is the intent and goal of this policy to provide a supportive process for intervention and

rehabilitation while also protecting the working and learning environment. The following policy authorizes pre-placement drug screening of applicants selected to fill positions designated as "safety-sensitive", and drug or alcohol testing of District personnel performing in such positions when there is reason to be concerned for drug or alcohol use.

All supervisors employed by the District are primarily responsible for appropriate posting or circulation of this policy.

14.11 POSITIONS COVERED BY THIS POLICY

This policy applies only to high risk or safety-sensitive positions. The District shall administratively review position functions and responsibilities and identify covered positions involving a substantial risk of injury in the performance of job duties. For the purpose of this policy, a "safety-sensitive" position is one in which:

- A. The duties involve a greater-than-normal level of trust for, responsibility for, or impact on the health and safety of the employee or others; and
- B. Errors in judgment, inattentiveness or diminished coordination, dexterity, or composure while performing the duties could clearly result in mistakes that would endanger the health and safety of the employee or others; and
- C. Employees in these positions work with such independence that it cannot be safely assumed that mistakes such as those described in subsection (b) could be prevented by a supervisor or another employee;

Notice to Prospective Applicants. Job postings and announcements, recruitment or other public or private solicitations for employment into designated safety-sensitive positions shall reference pre-placement drug screening as a condition of employment. As provided below, offers of employment to fill covered positions must be conditioned on review of test results.

Notice to Existing Employees. Employees performing in covered positions prior to adoption of this policy shall receive at least 30 days advance notice of their position being subject to the "reasonable suspicion" drug/alcohol testing authorized by this policy. Such notification shall be provided by District in coordination with supervisors and managers.

14.12 PRE-PLACEMENT DRUG SCREENING:

Individuals recommended to fill covered positions will be screened only for controlled substances as a condition of employment. The same requirement applies to District employees seeking transfer into such covered positions. Controlled

substances include drugs regulated by the federal Controlled Substances Act (21 USC section 812) or Texas statue.

Supervisors and hiring managers can arrange for drug screening through District Human Resources Office. Testing will generally be administered by an independent esting laboratory designated from time to time by the District. Test results are usually obtained in 24-72 hours absent extenuating circumstances.

Individuals selected or recommended to fill positions designated as safetysensitive may not commence employment pending evaluation of test results for controlled substances, unless approved by the appropriate supervisor responsible for position performance and the applicant acknowledges in writing that employment may be immediately terminated if test results positively identify the presence of controlled substances. The individual will be provided an opportunity to discuss a positive test with the supervisor. A confirming retest may be undertaken if recommended by the supervisor. A positive test indicating the presence of controlled substances will result in withdrawal of an offer of employment or termination of employment conditionally authorized by the Chief Appraiser (or designee) unless the Chief Appraiser determines, after discussion with the individual, that the positive test s a result of medication prescribed by a licensed health professional. The individual shall be responsible for documenting the prescription authorization which shall be confidentially retained in a medical information file and disclosed on a need-to-know basis to appropriate departmental managers to determine, in consultation with District Human Resources Office, whether the individual's condition poses a safety threat that cannot be reasonably accommodated. Applicants denied employment will be disqualified from further consideration for safety-sensitive positions for a twelvemonth period.

14.13 RANDOM TESTING:

Under the random testing requirements, the District may randomly select safety-sensitive employees at various times for alcohol and substance abuse testing. The selection process is based on a scientifically valid method to be determined by the District and the Chief Appraiser. Note: Covered employees may only be tested for alcohol misuse while performing safety-sensitive functions; immediately before performing a safety-sensitive function; or immediately after he or she has ceased performing a safety-sensitive function.

Any employee identified for alcohol and substance abuse testing will be advised where and when to report. Usually, testing shall be conducted during an employee's normal work hours. Random testing dates and times shall be unannounced.

14.14 POST-ACCIDENT TESTING:

As soon as practicable following an automobile accident, the District must test each surviving covered employee for alcohol and controlled substance if:

- 1. the covered employee was performing a safety-sensitive function with respect to the vehicle and the accident involved the loss of human life, or
- 2. the employee receives a citation under state or local law for a moving traffic violation arising out of the accident.

14.15 REASONABLE SUSPICION DRUG/ALCOHOL SCREENING:

When there is reason to believe that an employee may be impaired by or under the influence of drugs or alcohol, the supervisor or appropriate manager should immediately discuss the performance concern with the individual and determine whether the employee should be temporarily relieved of duties. The supervisor or manager is encouraged to consult with trained substance abuse professionals designated by the District and the Chief Appraiser. The District Human Resources Office shall be contacted before an employee is directed to testing.

Individuals performing in safety-sensitive positions are subject to mandatory testing for controlled substances or alcohol when there is reasonable grounds to suspect that the employee may be impaired by or under the influence of drugs or alcohol. Mandatory testing must be based on a reasonable belief considering facts and circumstances known at the time, including an employee's explanation and observable behavioral patterns. The following behaviors are possible but not exclusive indicators to consider in conjunction with other relevant information including the employee's explanation:

- Altered or slurred speech or repeated incoherent statements without reasonable explanation
- Unexplained, abrupt or radical changes in behavior such as violent outbursts without reasonable explanation
- Inability to walk steadily or in a straight line, or perform normal manual functions essential to the position without reasonable explanation
- Smell of alcoholic beverage on the job
- Accidents or near-accidents on the job that appear related to unexplained sensory or motor skill malfunctions

Before directing testing, the supervisor or other responsible manager shall have provided the employee an opportunity to discuss the behavior pattern or other

performance concern and, where practicable, have also consulted District personnel trained in identifying substance abuse. Testing may be scheduled immediately by arrangement with a laboratory designated by the District to conduct such testing. A supervisor shall escort the individual to the scheduled test site or arrange for an escort. The employee should be reassigned or relieved of duties with pay perding the evaluation of the test result.

Employees who fail or refuse to report to and reasonably cooperate with scheduled esting, without good cause, will be subject to disciplinary action. An objection to testing as a matter of principle or privacy, when testing is justified by reasonable suspicion, will not constitute good cause for refusing to cooperate.

Positive test results or disciplinary action for refusal to submit to authorized testing. The supervisor or manager, in consultation with the District Human Resources Office shall determine on the basis of test results, observable behaviors and any other relevant information (including the employee's explanation) whether he employee reported to work or performed impaired by or under the influence of drugs or alcohol, and appropriate disciplinary action. Appropriate discipline may include (without limitation) reassignment, suspension with or without pay pending professional counseling, treatment and evaluation, or discharge. In considering appropriate discipline, any prior incidents and whether the employee is willing to seek appropriate professional help are relevant considerations, as well as the interests of the workplace. Disciplinary action may be deferred or suspended if the employee agrees to and does participate in appropriate professional treatment and/or counseling. Disciplinary action may be appealed by the employee and further reviewed by the District subject to existing applicable grievance procedures with loss of any pay restored if disciplinary suspension or discharge is found to be arbitrary, that is lacking in reasonable grounds. If an employee documents to the satisfaction of the District that a positive test is a result of medication, management will assess whether the employee's condition can be reasonably accommodated under the circumstances br if the employee's condition creates a direct threat to the operations of the workplace.

14.16 RETURN TO DUTY:

Following suspension from employment for drug or alcohol impairment or return to duty after completing professional treatment for substance abuse, the supervisor or other responsible manager will coordinate with the District Human Resources Office to determine conditions of continued employment, such as periodic testing, participation in professional counseling and treatment programs, reassignment of duties for a specified period and/or continued performance of specified functions under more immediate supervision. It is the responsibility of the employee, given the safety-sensitive responsibilities of the position, to comply with reasonable conditions designed to allow the employee to return to duty while also managing possible safety

risks. Prior to return to duty, the employee will reach agreement in writing with the appropriate supervisor stipulating the conditions of continued employment. Refusal or failure to comply with the agreement, without good cause, will be subject to discipline in accordance with existing disciplinary policies and procedures. An employee who is identified by the supervisor, District or the District's substance abuse professional as needing assistance with controlled substances and/or alcohol and who has returned to a safety-sensitive position may be subject to periodic unannounced follow-up test(s) for up to twelve-months following return to duty as recommended by District's substance abuse professional. Such tests will be arranged by the supervisor or other appropriate manager through the District's substance abuse professional.

14.17 <u>AMENDMENTS</u>

The District reserves the right to amend this policy at any time upon direction of the Chairman of the Board or designee. This policy and any changes will be publicly bosted or circulated within the District.

Testing Protocols

Testing shall be undertaken by trained medical technicians who shall also be available to discuss the nature of the test and the test results with the individual. Testing may be undertaken from a urine sample or breathe analysis, unless a blood test or hair analysis is medically recommended. A confirming retest may be undertaken of the recommended by the supervisor. The cost of the initial testing shall be borne by the affected District department. Any requested confirm by other than the District's laboratory must be by a certified laboratory approved by the District and paid for by the employee or applicant requesting it. No contract or right is intended or created with respect to testing procedures, which are subject to change by appropriate administrative authority.

Privacy and Confidentiality

Personal privacy shall be respected to the extent practicable in the administration of testing without direct observation of an individual providing a urine sample. Test results are maintained in confidential medical information files revealed only to the tested individual and responsible managers with "need to know" or disclosed as may be required by law. District employees including personnel involved in testing and counseling will be subject to discipline for unauthorized disclosure of personally identifiable information.

No Modification of At-Will Employment

Nothing contained in this policy is or shall be construed or deemed to be a modification of the at-will employment status of the District's employees. All employees of the District are at-will subject to termination at any time, with or without cause.

SECTION XV PERSONNEL RECORDS

15.01 Maintaining the Privacy of Employee Records

The purpose of this policy is to protect the privacy of prospective, current and past employees through control of the collection, storage and disclosure of confidential personnel, medical, and payroll records, in accordance with federal and state law. The policy is subject to the provisions of the Open Records Act and covers all employees at the Galveston Central Appraisal District.

15.02 Collection and Storage of Confidential Records

Employees will be informed of all records that are maintained concerning them or their performance. These records include, but are not limited to, application, wage data, promotions, disciplinary actions, commendations and performance review evaluations. The Administration/Accounting Office will maintain pertinent job-related payroll, medical, and insurance records. Any information obtained regarding an employee's medical condition or history will be kept confidential and in a separate file from the individual's personnel file.

All confidential records will be stored in a locked file cabinet. The records will be secured when the cabinet is not in use or during non-working hours.

All applicants shall be required to read and sign the statement on the application authorizing the Galveston Central Appraisal District to check their work references.

15.03 Employee Access to Data

Employees will be permitted, upon request, to inspect and copy any material that is contained in their personnel and medical files.

The District will permit employees who disagree with more subjective matters such as merit evaluations or disciplinary actions, to submit a concise statement of disagreement for inclusion in their files and/or proceed through the grievance procedure.

15.04 Employee Privacy

GCAD recognizes our employees' rights to privacy. In achieving this goal, the District adopts these basic principles:

- The confidentiality of all personal information in our records will be protected.
- All employees involved in record keeping will be required to adhere to these policies and practices.
- Access to employee records will be limited to those employees who have an authorized, work-related need. Access may also be given to third parties, including government agencies, pursuant to a court order or subpoena.
- The District will refuse to release personal information to outside services without the employee's approval, unless legally required to do so.

15.05 Confidentiality of District Information

All employees are expected to respect confidential information about employees and the work itself. Employees may discuss such information internally, only with those who need to know and as it pertains to work. Employees may not discuss confidential information with anyone outside of GCAD or with any one who does not have a need to know. Employee may not remove confidential information of any nature – documents, data, materials, etc. – without specific authorization from their supervisors or the Chief Appraiser. Any questions concerning the confidentiality of data should be directed to the Office of the Chief Appraiser.

15.06 Endorsements and Solicitations

Employees are asked to refer all requests for endorsements or referrals using GCAD's name to the Chief Appraiser.

GCAD does not condone solicitation by any person for charity or other purposes in the workplace or during the established workday. If an employee is contacted on behalf of a charitable or other organization seeking to solicit in the workplace, the employee should immediately refer such person to the Chief Appraiser. If an employee desires to solicit other employees of GCAD for any purpose, charitable or otherwise, the employee must receive prior written authorization from the Chief Appraiser.

Employees should not post signs or distribute materials for any solicitation without he written approval of the Chief Appraiser. Any solicitation authorized by law or by the Chief Appraiser shall be conducted in a manner that does not interfere with the performance of any employee's job responsibilities. Employees who are on authorized non-working time, such as meals or breaks may conduct these solicitations. Further, such solicitations shall not interfere with the business of GCAD or other employees who are working at the time.

Violation of this policy will result in immediate corrective action up to and including termination.

SECTION XVI POLICY SUMMARY

This manual provides a short descriptive summary of the policies governing the operation of the Galveston Central Appraisal District and its employee benefits and service programs. The Galveston Central Appraisal District expects to continue such programs but reserves the right to amend or discontinue them at any time. The Board of Directors may change any policy at any regular Board meeting. If an inconsistency between this summary and the district policies, insurance contracts or official documents should arise, the actual provisions of the district policy, insurance contract or official document shall govern.

All employees are encouraged to become familiar with the GCAD Personnel Policies Manual. Employees should direct all questions about policies to their immediate Supervisor.

APPENDIX EXHIBIT A EMPLOYEE ACKNOWLEDGMENT I certify that I have received a copy of GCAD's Personnel Policies Manual. understand that all policies, rules and procedures of the District are subject to unilateral modification or discontinuance at any time, at the discretion of the District. without advance notice and without the requirement that any such change or modification be in writing. understand that any clarification or explanation of policies and procedures contained n this manual is available at my request from my supervisor or the Chief Appraiser. understand that this Personnel Policy Manual considered individually or in conjunction with any other employment document used by GCAD including the employment application, is not an employment contract, either express or implied, between the District and me. I understand that I may resign or be terminated by GCAD at any time without advance notice or requirement of cause. I acknowledge that any employment will be for an indefinite time period, at the will of the District, and that I have not been guaranteed continued employment. I also understand that no director, supervisor or other employee of GCAD has the authority to promise or guarantee me continuing employment. GCAD's Personnel Policy Manual, dated August 1995, cancels and supercedes all previous handbooks or statements of employee policies. After reading and signing the acknowledgment attached as "Exhibit A" in the Appendix, I will return it to the Personnel Office. Employee Name (please print) Employee Signature Date